

Counsel			Plan: K-12					Secondary		Collaborate			Teach	Advise	Assess				Other	
individual	family	group	Scheduling	New Students	Academic Intervention	Student Leadership	Graduation planning	College Planning	Career Planning	Teachers	School and District committees	Outside agencies	MBI	the emotional climate (advise building staff/admin)	schedule, organize, and proctor	proctor	schedule and organize	provide materials and register	Admin	Misc
home concerns	phone calls/conferences	conflict resolution	13 year planning	enrollment	recovery options (BYU, HOBY)		order caps and gowns	fair and information	career fair and information	counsel about students	collection/dissemination	mental health providers	classroom guidance	Senior projects	MAP testing		writing assessment	SAT	read/respond to emails	open stuck lockers
social concerns	home visits	peer mediation	4 year high school plan	transcript evaluation	monitor transcripts for credit recovery needs	Boys and Girls State nominations	graduation lists	college applications	and oversee military visits to schools	advocate for students w/ teachers	Superintendent's Advisory Committee	therapy referrals	social skill training	Junior Class	MontCAS testing		University writing assessment	ACT	answer/return phone calls	provide bandaids
build relationships	transport	relationships/dating	master schedule	screening/placement assessment	behavior plans			write letters of recommendation	Job Corps field trips	problem-solve student issues	teacher team meetings	collaboration w/ outside agencies	guidance lessons	Senior Class	TABE			PSAT	schedule appointments	web developer
attend extra-curricular activities		lunch groups	transcript evaluation	registration	academic intervention plans			scholarship information		classroom behavior consultations	building staff meetings	DFS/CPS	bullying lessons	academic advisement				AP	cover for others (teachers/secretary/administrator)	concession worker
provide safe space for students		bullying	academic goal setting	course scheduling	attendance follow-up			National Merit scholarship				data team meetings	Native American resources	relationships lessons					run report cards	attend extra-curricular events
take sleeping students			course scheduling	orientations for new students and transitions to middle and high school	tutor referrals			monthly scholarship newsletter			counselor department meetings			community building lessons in the classroom & school-wide					take attendance	home visits
refer to activities for school connection			registration	school tours	try to retrieve drop-outs			financial aid information			SPED meetings			career lessons					supervision (hall/lunchroom/recess)	Zangle expert
personal coach			schedule changes/conflicts	activity information	IEPs, 504s, CSTs			UM COT field trip		Crisis team member	Willard Screening committee								SSD documentation & requests	
					Homebound liaison			UM field trip											discipline	SPED case manager
					Gifted education liaison			schedule and oversee college visits to MCPS schools			Principal Advisory Committee								online web research	Perkins report
					acceleration			awards			Low achieving for graduation committee								homework	
																			count assessm	
																			ze and pack test forms	
																			labels to assessm	

Key:

Guidance

Curriculum

Individual Planning

Responsive Services

System Support Counseling

Last updated

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